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Ministry of Education
Ontario

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ONTARIO STUDENT RECORD (OSR)

GUIDELINE 1989

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Introduction

The Ontario Student Record (OSR) is the record of a student's educational progress through schools in Ontario. The Education Act states that the OSR is "privileged for the information and use of supervisory officers and the principal and teachers of the school for the improvement of instruction" of the student. The authority for the collection and use of information contained in the OSR is also specified in the Education Act. Each student and the parent(s) or guardian(s) of a student who is not an adult must be made aware of the purpose and content of, and have access to, all of the information contained in the OSR.

This guideline sets out the policies of the Ministry of Education in regard to the establishment, maintenance, use, retention, transfer, and disposal of the OSR. It replaces the *Manual for the Ontario Student Record (OSR) System, 1985,* revised edition and Records/Data Memorandum No. 12, "The Revised Ontario Student Record (OSR) System", April 30, 1985. Ontario Regulation 271, Pupil Records, will be amended so that it contains only the forms prescribed for use in the OSR.

This guideline will be revised as needed. Each page of the guideline is dated, and replacement pages will be provided with a revision date. Selected terms used in this guideline are defined in Appendix A.

The content of this guideline has been reviewed for compliance with the provincial Freedom of Information and Protection of Privacy Act, 1987. This legislation deals with the public's right of access to provincial government information. It also deals with an individual's right of access to his or her personal information held by provincial government bodies, as well as the protection of the confidentiality of this information. Effective January 1, 1991, school boards will be required to comply with similar legislation that will apply to municipalities and local school boards.

1. Establishment of the OSR

An OSR shall be established for each student who enrols in a school operated by a board. The student and the parent(s) or guardian(s) of a student who is not an adult must be informed of the purpose and content of the OSR at the time of enrolment.

The OSR is an ongoing record and will be transferred, under the conditions outlined in section 6 of this guideline, if the student transfers to another school.

Any part or parts of the OSR may be microrecorded or stored on a computer file in a manner that permits the printing of a clear and legible reproduction. Provision should be made to retain original documents when it is important to keep an original signature or initial on a document. Any microrecording or computer file or reproduction of an OSR is subject to the security and access requirements applicable to a hard copy.

If an OSR folder is lost or inadvertently destroyed, a new OSR folder shall be created. Previous information can be obtained from the current office index card and, if applicable, from the card(s) at the previous school(s). A notation shall be made in the margin on the front of the new OSR folder that gives the date on which the new folder was created and the reason.

2. Responsibility for the OSR

School boards are responsible for ensuring compliance with the policies set out in this guideline. Boards shall specify those persons responsible for performing clerical functions with respect to the establishment and maintenance of the OSR. Boards will also develop criteria for determining the following:

- the types of information beyond those specified in this guideline that could be considered to be conducive to the improvement of the instruction of the student
- the uses of the documentation file beyond those specified in this guideline (see subsection 3.4)
- the pertinence of the materials in the OSR, with a view to removing those no longer considered to be conducive to the improvement of the instruction of the student (see section 9)
- the times other than those specified in this guideline at which it could be considered appropriate to issue report cards (see subsection 3.2.1)
- the types of information beyond those required by this guideline that could be added to the office index card (see section 3.5)

In addition, boards will develop procedures to be followed to ensure:

- the security of the information contained in the OSR during both the period of use and the period of retention and storage;
- the regular review of the OSR for the removal of any material that is no longer considered to be conducive to the improvement of the instruction of the student;
- the storage of the OSR for the period specified in the retention schedule (see section 8);
- the complete and confidential disposal of the OSR.

It is the duty of the principal of a school to:

- establish, maintain, retain, transfer, and dispose of a record for each student enrolled in the school in compliance with the criteria established by the board;
- ensure that the materials in the OSR comply with the policies of this guideline and the criteria established by the school board;
- ensure the security of the OSR;
- ensure that all persons specified by a board to perform clerical functions with respect to the establishment and maintenance of the OSR are aware of the confidentiality provisions of the Education Act and the relevant freedom of information and protection of privacy legislation.

3. Components of the OSR

An OSR shall consist of the following components:
- an OSR folder in Form 1 or Form 1A
- report cards
- an Ontario Student Transcript, where applicable
- a documentation file, where applicable
- an office index card
- a Student Record of Accumulated Instruction in (a) French As a Second Language and/or (b) Native As a Second Language
- additional information identified as being conducive to the improvement of the instruction of the student

3.1 The OSR Folder

All schools have established a new OSR folder, Form 1A (see Appendix B), for students enrolling in school for the first time after September 1, 1985. For students who enrolled in school before that date, the OSR folder, Form 1, must be adjusted to correspond to Form 1A (see Appendix C). The folder shall contain the parts set out below in subsections 3.1.1 to 3.1.7.

3.1.1 Biographical data: Part A

The following information shall be provided:
- the student's full name and date of birth
  (The principal or his or her delegate shall indicate the method of verification on the folder – e.g., birth certificate, baptismal certificate, passport – and shall initial and date the folder.)
- a student number assigned by the school or the school board, where applicable
- a ministry identification number (MIN), where applicable

3.1.2 Schools attended: Part B

The following information shall be completed only when the student retires or transfers from the school:
- the name of each school that the student has attended
- the name of the board, the name of the person who operated the private school, or the name of the school operated by the Department of National Defence (see definition of DND school in Appendix A)
- the date of entry to each school
- the highest grade completed, the date of completion of this grade, and the name of a teacher contact

Where the student is transferring to a school from an educational institution that was not required to maintain an OSR, Part B may include any information that will complete the record of schools attended.

3.1.3 Retirement from an Ontario school: Part C (Form 1A) or Parts J and K (Form 1)

The following information shall be provided on retirement (see section 7):
- the date of retirement
- the student's address at retirement
- the student's destination at retirement in respect of employment or further education

3.1.4 Names of parents or guardians: Part D

The following information shall be provided:
- the first name of the student's parent(s) or guardian(s) *or* the first name and surname of the student's parent(s) or guardian(s) when the surname of the latter differs from that of the student
- the date of death of a parent or guardian of a student opposite the name of the deceased (the date should be recorded promptly)

3.1.5 Special health information: Part E

A summary of a student's special health conditions shall be provided when such conditions are identified and the principal determines that such health conditions are likely to interfere with the achievement of the student. Entries in Part E shall be dated and kept current.

An adult student or the parent(s) or guardian(s) of a student who is not an adult shall be consulted and shall give written consent to any entry in, or deletion to, Part E.

3.1.6 Photographs and information on school activities: Parts F, G, and J (Form 1A) or Parts F, G, and I (Form 1)

Other information may be inserted only if it satisfies the criteria for inclusion set out by the board (see section 2).

3.1.7 Additional information: Part H

The following information shall be provided, if applicable:

- the date the student enters a Supervised Alternative Learning for Excused Pupils (SALEP) program (Ontario Regulation 532/83), as well as the SALEP committee report, which is to be inserted in the OSR documentation file (see subsection 3.4)
- the date the student enters a Linkage program and the name of the trade chosen

3.2 Report Cards

3.2.1 Completion and use

A report card shall be completed and filed in the OSR folder for each student who has been enrolled in the school for more than six weeks from the commencement of the reporting period:

- at the time of his or her transfer to another school or to a private or DND school; or
- at the time of his or her retirement from school; or
- at the end of the school year; or
- at the end of each semester, if the school is organized on a semester plan; or
- at such other times that the board may stipulate.

A completed report card or an exact copy of it shall be placed in the student's OSR folder, and the report card or an exact copy of it shall be forwarded to the adult student or to the parent(s) or guardian(s) of a student who is not an adult.

3.2.2 Content

A school board shall approve, for use in its schools, report cards that include the following:

- the full name of the student as recorded on the OSR folder
- the name and address of the school and any other particulars that may be required to identify the school
- the name of the principal
- the signature of the principal or his or her delegate (A facsimile of the principal's signature or a stamped signature is not acceptable. The principal's delegate shall indicate that he or she is signing on behalf of the principal.)
- where applicable, the grade in which the student is placed
- where applicable, the grade to which the student is promoted
- the record of attendance of the student at school
- the date the report card is issued
- a concise statement of the program of study undertaken by the student, sufficient to enable a person to understand the objectives, content, and degree of difficulty of the courses included in the program of study
- the student's level of achievement (indicated by an anecdotal description, a percentage mark, or a letter grade) or a statement that there has been insufficient time to assess the achievement of the student
- for secondary school courses, the common course code and title of the course
- for secondary school courses, the value of the credits assigned to the course (expressed as an integer or a decimal) or, for courses for which credits are not awarded, the words "non-credit course"
- space for comment by the adult student or the parent(s) or guardian(s) of a student who is not an adult
- the following statement to students and parents or guardians:

  To Parents or Guardians and Students

  This copy of the report card should be retained for future reference. The original or an exact copy has been placed in the OSR folder in respect of the student and will be retained for five years after the student retires from school. Every effort has been made to ensure that all entries are a clear indication of the achievement of the student. If you wish to review the information contained in the OSR folder, please contact the principal. Each student and the parent(s) or guardian(s) of a student who is not an adult are entitled to have access to the student's OSR.

3.2.3 Quality of paper

The exact copy of the report card in the OSR folder shall be printed on paper that is:

- white and capable of retaining its whiteness for the retention period of the report card;
- sufficiently opaque to ensure that the information on the card is legible even when ink is applied to both sides of the paper;
- suitable for long-term storage.

3.3 The Ontario Student Transcript (OST)

The requirements for the OST are outlined in the *Manual for the Ontario Student Transcript, 1986.* The OST is a cumulative and continuous record of a student's successful completion of secondary school courses. The OST is kept in the OSR folder. A sample of the OST is contained in Appendix D.

3.4 The Documentation File

When a documentation file is required, it shall be kept in the OSR folder. A documentation file shall be established when the following information is required:

- verification of a custody order (see subsection 10.2.1)
- verification of a change-of-surname order (see subsection 10.1)
- a written request to be named by repute (see subsection 10.1.1)
- identification and/or placement determinations; the results of a review of a placement; and the decision of an appeal board, a school board, or a tribunal with respect to an identification and/or placement made by a committee
- an individual psychological, health, or educational assessment report
- the report of a Supervised Alternative Learning for Excused Pupils (SALEP) committee
- letters of request for a correction to, or a deletion from, the record where the request has not been granted (see section 9)

A documentation file shall also be established to contain information identified in the criteria set out by the school board (see section 2).

A sample documentation file is contained in Appendix E.

3.5 The Office Index Card

The office index card provides the school with immediate access to information about a student. It shall remain at the school during the period in which the student is enrolled at the school. The card is not filed in the OSR folder and is not transferred with the OSR when the student transfers from the school.

The office index card shall record the following information:

- the full name of the student as recorded on the OSR folder
- the student's number assigned by the school or school board
- a ministry identification number (MIN), where applicable
- the sex of the student
- the student's date of birth (year, month, day) and the source used to verify the date
- the name(s) of the student's parent(s) or guardian(s)
- the name(s) of the individual(s) who has (have) custody of the student and for whom verification of the custody order is included in the documentation file
- the student's current address and home telephone number as well as an emergency number, if one has been provided
- the dates (year, month, day) on which the student enrols in the school, transfers from the school, or retires from the school
- the name and address of the school to which the student transfers and the date on which the OSR is transferred
- the student's address on the date of transfer or retirement from the school
- the name and address or some other means of identification of the school from which the student is transferring or retiring
  (This information must be sufficient to identify the source of the index card.)
- other information that is identified within the criteria set out by the school board (see section 2)

When a student transfers to another school or retires from school, the office index card shall be stored at the school or at a central record office provided by the board.

3.6 Student Record of Accumulated Instruction in French As a Second Language

An individual record of accumulated instruction in French as a second language shall be established and maintained for each student enrolled in a French-as-a-second-language program. The record shall be kept on a card that is in the form prescribed by the regulation (see sample in Appendix F) and shall include all of the information required for each entry. An entry shall be made on the record:

- at the end of a school year, semester, or summer course; and
- when a student transfers to another school or to a private or DND school; and
- when a student retires from school.

If the principal of a secondary school is satisfied that all of the information on a student's studies in French as a second language can be ascertained from report cards and the OST contained in the OSR folder, then information on secondary school credit courses need not be entered on the card that records the student's instruction in French as a second language. However, the card itself must be retained in the student's OSR.

If a student has had previous instruction in French but no record is available, the entries on the card must be started at least from the date of enrolment in an Ontario school. A note shall be made on the first lines of the instruction card indicating what is known about a student's previous instruction in French as a second language and in other subjects taught in French. If the number of accumulated hours must be estimated, an annotation must indicate that the figure is approximate.

The French-as-a-second-language card shall be kept in the OSR folder, but may be removed, for a temporary period, subject to the approval of the principal.

3.7 Student Record of Accumulated Instruction in Native As a Second Language

An individual record of accumulated instruction in Native as a second language as a subject shall be established and maintained for each student enrolled in a Native-as-a-second-language program. The record shall be kept on a card that is in the form prescribed by the regulation (see sample in Appendix G), and shall include all of the information required for each entry. An entry shall be made on the record:

- at the end of a school year, semester, or summer course; and
- when a student transfers to another school or to a private or DND school; and
- when a student retires from school.

If the principal of a secondary school is satisfied that all of the information on a student's studies in Native as a second language can be ascertained from report cards and the OST contained in the OSR folder, then information on secondary school credit courses need not be entered on the card that records the student's instruction in Native as a second language. However, the card itself must be retained in the student's OSR.

The entries on the card must be started from the date of enrolment in the Native-as-a-second-language program. A note shall be made on the first lines of the instruction card indicating what is known about a student's previous instruction in a Native language. If the number of accumulated hours must be estimated, an annotation must indicate that the figure is approximate.

The Native-as-a-second-language card shall be kept in the OSR folder, but may be removed, for a temporary period, subject to the approval of the principal.

4. Access to the OSR

Access to an OSR means the right of those authorized by the Education Act to examine the contents of the OSR. Under the Freedom of Information and Protection of Privacy Act, 1987, students and parents or guardians who are authorized to have access to the contents of the OSR also have the right to receive a copy of the contents of the OSR. The provisions of this section apply during both the period of use and the period of retention and storage.

4.1 Students

Every student has a right of access to his or her OSR.

4.2 Parents and Guardians

A parent or guardian of a student who is not an adult has a right of access to the student's OSR. Under both the Children's Law Reform Act and the Divorce Act, 1985, the legal right of a non-custodial parent to have access to a child includes the right to make inquiries and to be given information concerning the child's health, education, and welfare.

4.3 Educational Personnel

Only supervisory officers and the principal and teachers of the school shall have access to the OSR, for the purpose of improving the instruction of the student, without the written consent of the adult student or of the parent(s) or guardian(s) of a student who is not an adult.

4.4 Other

No individual (including board officials) other than those identified previously in subsection 4.3 shall have access to the OSR without the written consent of the adult student or of the parent(s) or guardian(s) of a student who is not an adult. The OSR shall not be produced in the course of any legal proceedings, except as provided for below.

4.4.1 Civil suit

A principal may receive a court order, pertaining to a civil suit, that requires that certain records be produced. In such a situation, the principal shall produce the OSR in accordance with the court order. The judge should be informed that the order may contravene the Education Act. In special circumstances it may be appropriate for the school board to appeal the court order.

4.4.2 Child and Family Services Act, 1984

Under the Child and Family Services Act, 1984, it is possible for a court to order a principal of a school to produce a student's OSR for inspection and copying. A court may make such an order if it is satisfied that (a) a record contains information that may be relevant to a consideration of whether a child is suffering abuse or is likely to suffer abuse, and (b) the person in control of the record has refused to permit a Children's Aid Society director to inspect it.

4.4.3 Criminal Code

If a school principal is served with a search warrant requiring the surrender of an OSR to the police, the principal is obliged to comply with the warrant. Likewise, if a principal is served with a subpoena requiring his or her testimony in a criminal case, he or she is obliged to comply with the subpoena and produce the OSR if required.

5. Use and Maintenance of the OSR

Information from an OSR may be used to assist in the preparation of a report required under the Education Act or the regulations made under it.

Information from an OSR may also be used, when a written request is made by a former student, an adult student, or the parent(s) or guardian(s) of a student who is not an adult, in the preparation of a report:

- for an educational institution, or for the student or former student, with respect to an application for further education; or
- for the student or former student with respect to an application for employment.

The contents of the OSR must be reviewed according to criteria established by the school board to ensure that they remain conducive to the improvement of the instruction of the student (see section 2). Any such review must comply with the provisions of section 8 of this guideline.

6. Transfer of the OSR

The transfer of the OSR means the transfer of all parts of the OSR other than the office index card (see section 3.5 for information on the index card). Subject to the conditions outlined below, the original OSR is transferable only to schools in Ontario, to private schools in Ontario, or to DND schools.

If the original OSR is being transferred between schools operated by the same school board, it may be transferred by a delivery service provided by the board.

If the original OSR is being transferred outside the jurisdiction of the board or to a private school, it shall be transferred by Priority Post or an equivalent delivery method, approved by the board, that maintains confidentiality and guarantees prompt delivery.

If some or all of the information in the OSR has been microrecorded or stored in computer files and if the receiving school has equipment that is capable of receiving this information so that the OSR can be reproduced or viewed in the same manner as in the sending school, the information may be transmitted to the receiving school either as a microrecording or by electronic transmission rather than in printed form.

6.1 Transfer to Another School Board in Ontario

Before a principal shall transfer an original OSR to a school operated by another school board in Ontario, the principal shall have received:

- a written request for the information from the principal of the receiving school; and
- a written statement, signed by the adult student or the parent(s) or guardian(s) of a student who is not an adult, indicating consent to the transfer.

To expedite the transfer of such information, principals may find it useful to send with the student a brief statement to the principal of the receiving school indicating that an official request for information is required. A sample form for this purpose is provided in Appendix H.

6.2 Transfer to a Private School in Ontario

Before a principal transfers an original OSR to an inspected private school or to a non-inspected private school in Ontario, the principal shall have received:

- a written request for the information from the receiving private school, in which the private school agrees to accept responsibility for the OSR and to maintain, retain, transfer, and dispose of the OSR in accordance with this guideline (see Appendix I); and
- a written statement, signed by the adult student or the parent(s) or guardian(s) of a student who is not an adult, indicating consent to the transfer.

6.3 Transfer to a DND School

The conditions for the transfer of an OSR to a DND school are the same as those for a private school in Ontario outlined in 6.2 above.

6.4 Transfer to an Educational Institution Outside Ontario

An original OSR may not be transferred outside Ontario. Only an exact copy of the OSR shall be sent to the principal of an educational institution outside Ontario after the principal who is responsible for the OSR has received:

- a written request for the information from the principal of the educational institution outside Ontario; and
- a written statement, signed by the adult student or the parent(s) or guardian(s) of a student who is not an adult, indicating consent to the transfer.

7. Retirement of a Student

A student retires from a school, a private school, or a DND school when he or she ceases to be enrolled in school. A student is not considered to have retired if he or she (a) withdraws for a temporary period with the written consent of the principal, or (b) transfers to another school, a private school, or a DND school to which the OSR (except for the office index card) is transferred.

When a student retires from a school, a private school, or a DND school that maintained an OSR for the student, the principal, on request, shall give the adult student or the parent(s) or guardian(s) of a student who is not an adult the following:

- an exact copy of the student's OST
- the information and materials stored in the OSR folder that are not required to be retained under the retention schedule provided in section 8. If this information is not requested by the adult student or the parent(s) or guardian(s) of a student who is not an adult, it shall be retained in the OSR until July 31 of the fifth year following the year in which the student retired from school, after which it shall be destroyed.

8. Retention, Storage, and Destruction of the OSR

The Freedom of Information and Protection of Privacy Act, 1987, requires that personal information that has been used by an institution shall be retained by the institution for at least one year after use, unless the individual to whom the information relates consents in writing to its earlier disposal. Therefore, any personal information placed in an OSR shall be retained by the school for at least one year after use, unless the principal receives written consent to its earlier disposal from the adult student or the parent(s) or guardian(s) of a student who is not an adult.

The following components of the OSR shall be retained for five years after a student retires from school:

- report cards
- the documentation file, where applicable
- the record of instruction in French as a second language and/or Native as a second language, where applicable
- the record relating to a Linkage program, where applicable
- additional information that is identified by the school board as being conducive to the improvement of the instruction of the student

The following components of the OSR shall be retained for fifty-five years after a student retires from school:

- the OSR folder
- the OST
- the office index card

The destruction of all or any part of the OSR when its retention is no longer required under this guideline shall be effected under conditions that ensure the complete and confidential disposal of the record.

9. Correction or Removal of OSR Information

If certain information or material in an OSR folder is determined, according to the board's criteria, to be no longer conducive to the improvement of the instruction of the student, the principal shall cause the information or material to be removed from the OSR folder. Such information shall be given to the adult student or to the parent(s) or guardian(s) of a student who is not an adult, or it shall be destroyed (subject to the requirements of the relevant freedom of information and protection of privacy legislation).

An adult student or the parent(s) or guardian(s) of a student who is not an adult may be of the opinion that the information contained in the student's OSR is inaccurately recorded or that it is not conducive to the improvement of the instruction of the student. In such a case, the adult student or the parent(s) or guardian(s) of a student who is not an adult may request in writing that the principal correct the alleged inaccuracy or remove the information from the record. If the principal agrees to the request, the material shall be corrected or shall be removed from the file and destroyed or returned to the adult student or to the parent(s) or guardian(s) of a student who is not an adult. If the request is complied with, no record of the request shall be retained in the OSR. If the principal refuses to comply with such a request, the adult student or the parent(s) or guardian(s) of a student who is not an adult may require in writing that the principal refer the request to the appropriate supervisory officer. The supervisory officer shall:

- require the principal to comply with the request, in which case no record of the request shall be retained in the OSR; or
- submit the OSR and the request to a person designated by the Minister of Education.

The person designated by the minister shall hold a hearing at which the principal and the person(s) who made the request are parties to the proceedings, and the person designated shall, after the hearing, reach a decision on the matter. This decision shall be final and binding on all parties to the proceedings. If the person designated by the minister orders compliance with the request, no record of the request shall be retained in the

OSR. If the person designated by the minister does not order compliance with the request, the original request, including the date on which it was made, and the statement of this final decision shall be retained in the documentation file.

Every principal shall ensure that no OSR discloses (a) the contravention or alleged contravention by the student of any statute or regulation to which the Young Offenders Act or Part V-A of the Provincial Offences Act applies, or (b) the disposition of any proceedings brought under those statutes or regulations. If an entry in an OSR does disclose such information, the principal of the school in which the student is enrolled shall ensure that the entry is deleted from the OSR.

10. Special Circumstances

10.1 Change of Surname

10.1.1 Change by repute

When a principal receives a written request from an adult student or the parent(s) or guardian(s) of a student who is not an adult that the student be identified by a surname other than the legal surname of the student and when (a) the student is known by a surname other than his or her legal surname, (b) the surname is a name obtained by repute, and (c) the use of the surname is in the student's best interests, the principal shall record the requested surname in Part A of the OSR folder in addition to the legal surname of the student, and the requested surname shall be used henceforth. In this case, the legal surname shall be enclosed in brackets. The written request will be stored in the documentation file (see subsection 3.4).

10.1.2 Change by marriage or by law

When a principal receives a document that establishes that a student for whom the principal maintains an OSR has had his or her surname changed, either by marriage or in accordance with the law of the province, state, or country in which the document was made, the principal shall file the document, a notarial copy of the document, or a verification of his or her knowledge of the document in the documentation file and shall change the surname of the student on all components of the OSR so that the record shall appear as if originally established in the new surname.

10.2 Adoption

10.2.1 Placement for adoption

When a principal receives a written notice, signed by a Children's Aid Society director or by a director appointed under the Child and Family Services Act, 1984, that a student for whom the principal maintains an OSR has been legally placed for adoption, the principal shall:

- prepare a new index card and OSR folder for the student in the surname of either or both of the adoptive parents and in the given name or names of the student that are desired by the adoptive parents (the names of the adoptive parents shall be used throughout);
- change the name of the student on all report cards previously prepared for the student (the new name as set out on the new index card and OSR folder shall be used);
- ensure that no contents of the OSR folder disclose the previous name of the student or the placement of the student for adoption; and
- destroy the index card and OSR folder that have been replaced.

These provisions do not apply if both the adoptive parents and the Children's Aid Society (or the licensee, if the child has been placed by a licensee referred to in Part VII of the Child and Family Services Act, 1984) agree that it is in the best interests of the student to disclose the placement for adoption, in which case the provisions outlined in subsection 10.1.2 with respect to the OSR folder, the report cards, and the index card shall apply.

10.2.2 Termination of adoption

When a principal receives a written notice, signed by a Children's Aid Society director, that a student's placement for adoption has been terminated, the principal shall:

- prepare a new index card and OSR folder for the student in the name of the student;
- change the name of the student on all report cards previously prepared for the student (the new name as set out on the new index card and OSR folder shall be used);
- ensure that no contents of the OSR folder disclose the previous name of the student or the placement of the student for adoption; and
- destroy the index card and OSR folder that have been replaced.

10.3 Reports From Third Parties

When requesting a report from a third party concerning a student, it is appropriate to advise the third party that the report will be filed in the OSR and be subject to the access provisions governing an OSR. Reports from third parties shall be added to the OSR only if:

- the principal is of the opinion that the report is conducive to the improvement of the instruction of the student; and
- the principal receives written consent from the adult student or the parent(s) or guardian(s) of a student who is not an adult to the inclusion of the report.

If consent to the inclusion of the report in the OSR is not given by either the adult student or the parent(s) or guardian(s) of a student who is not an adult, the principal shall make a notation on Part H of the OSR that the report was received. The report shall be returned to the third party or destroyed.

If a report from a third party is included in the OSR and if the principal receives a request from the student or the parent(s) or guardian(s) of a student who is not an adult to examine the OSR, the principal shall advise the student or the parent(s) or guardian(s) of a student who is not an adult that only the originator of the report can provide a full interpretation. However, the principal shall not withhold the report from the examination of the student or of the parent(s) or guardian(s) of a student who is not an adult. Copies of this report shall be made available to the student or the parent(s) or guardian(s) of a student who is not an adult according to the access provision of the relevant freedom of information and protection of privacy legislation. Reports from third parties shall not be released to any party other than those designated as having a right of access to the OSR.

11. Continuing Education Records

For each student enrolled in a school board continuing education course or program for the purpose of achieving an Ontario secondary school credit or credits, the principal of the continuing education course or program shall establish an office index card, which shall contain the following information:

- the full name of the student as recorded on the OSR folder
- the student's number assigned by the school or school board
- a ministry identification number (MIN), where applicable
- the sex of the student
- the student's date of birth (year, month, day) and the source used to verify the date
- the name(s) of the student's parent(s) or guardian(s)
- the name(s) of the individual(s) who has (have) custody of the student and for whom verification of the custody order is included in the documentation file
- the student's current address and home telephone number as well as an emergency number, if one has been provided
- the dates (year, month, day) on which the student enrols in the school, transfers from the school, or retires from the school
- the name and address of the school to which the student transfers and the date on which the OSR is transferred
- the student's address on the date of transfer or retirement from the school
- the name and address or some other means of identification of the school from which the student is transferring or retiring (This information must be sufficient to identify the source of the index card.)
- other information that is identified within the criteria set out by the school board (see section 2)

The OST shall be maintained by the principal of the continuing education program. However, if a student is enrolled in another school in Ontario, a copy of the OST should be forwarded to that institution after authorization by the student.

The requirements for the maintenance, retention, storage, and release of information in these two parts of the OSR are the same for a student in a continuing education program as for a student in a regular program.

Appendix A: Definitions

The following definitions are provided for the purposes of this guideline only. Most are based on definitions of terms in the Education Act.

adult A person who is eighteen years of age or older.

board A board of education, public school board, secondary school board, Roman Catholic separate school board, or Protestant separate school board, including a French-language board or the public sector or Roman Catholic sector of a French-language board or the minority-language section of a board.

DND school An educational institution operated either in or outside Ontario to provide education for students whose parents or guardians are members of the Canadian Forces or employees of the Department of National Defence of the Government of Canada. A DND school is deemed to be a private school in Ontario that is operated by the Government of Canada.

guardian A person who has lawful custody of a child, other than the parent of the child.

Linkage program A program authorized by the Minister of Education, the Minister of Colleges and Universities, and the Minister of Skills Development that enables a student who has obtained credits in specific technological studies courses and has successfully achieved competencies identified in approved training profiles to qualify for advanced placement when entering apprenticeship programs.

Ontario Student Transcript That component of an OSR that is used to record particulars of the secondary school courses successfully completed by a student and the credits granted in recognition thereof.

principal A teacher appointed by a board to perform in respect of a school the duties of a principal under the Education Act and the regulations made under it.

private school An institution at which instruction in any of the subjects of the elementary or secondary school courses of study is provided at any time between the hours of 9:00 a.m. and 4:00 p.m. on any school day for five or more students who are of or over compulsory school age and that is not a school as defined in the Education Act.

school The body of public school students, separate school students, or secondary school students that is organized as a unit for educational purposes under the jurisdiction of the appropriate board *or* the body of students enrolled in any of the elementary or secondary school courses of study in an educational institution operated by the Government of Ontario, as well as the teachers and other staff members associated with such unit or institution and the lands and premises used in connection therewith.

supervisory officer A person qualified in accordance with the regulations governing supervisory officers and who is employed

a) by a board or
b) in the Ministry of Education and designated by the Minister of Education

to perform such supervisory and administrative duties that are required of supervisory officers by the Education Act and the regulations made under it.

teacher A person who holds a valid certificate of qualification or a letter of standing as a teacher in an elementary or secondary school in Ontario.

The Ontario Student Record Folder

A

Surname, Given names	Sex	Student Number	Birthdate (Year / Month / Day)	Verification
				☐ Birth Certificate ☐ Baptismal Certificate ☐ Passport ☐ Other Initial _____

D

	If deceased enter date
Father _____	
_____	
Mother _____	
_____	
Guardian _____	
_____	

E **Special Health Information**

☐ Heart ☐ Hearing ☐ Sight ☐ Speech ☐ Other

Recommendation

Entries in this section shall be kept current.

F **Place Photographs Here**

1 2

3 4

B Schools Attended

	School	Board	Teacher Contact	Entered Year	Entered Month	Entered Day	Last Date of Attendance Year	Last Date of Attendance Month	Last Date of Attendance Day	Grade
Primary JK - 3										
Junior 4 - 6										
Inter-mediate 7 - 10										
Senior 11 - 12 (OAC)										

C

Date of Retirement	Address at Retirement	Destination and Follow-up Information

G **Co-instructional Activities** — Dates

Additional information in folder ☐

J **Special Achievements in School Activities** — Dates

H **Additional Information** — Date Record Received: Year | Month | Day

Immunization Record

Supervised Alternative Learning Program

Linkage Program

Other

Appendix C: Adjusting OSR Folder Form 1 to Form 1A

An OSR established on or after September 1, 1985, shall use the OSR folder referred to as Form 1A. OSRs established up to and including August 31, 1985, used the OSR folder referred to as Form 1, which is now out-of-date and must be adjusted to match Form 1A. The following procedure is prescribed for adjusting the OSR folder Form 1 to Form 1A:

- ***Part A on Form 1.*** Use the student number assigned by the board, where applicable, and discontinue the use of the Social Insurance Number.
- ***Part B on Form 1.*** Use the grade designation instead of the achievement form number. If a student does not have a grade designation, use "U" for "ungraded".
- ***Part C on Form 1.*** Insert a current Ontario Student Transcript into each secondary school OSR folder.
- ***Part H on Form 1.*** Include information on immunization and, where applicable, information related to a Linkage program and a Supervised Alternative Learning for Excused Pupils (SALEP) program.
- Insert a documentation file, where applicable.

APPENDIX D: ONTARIO STUDENT TRANSCRIPT

Ministry of Education / Ministère de l'Éducation — Ontario

STUDENT TRANSCRIPT / *RELEVÉ DE NOTES*

DATE OF ISSUE / *DATE D'INSCRIPTION* | PAGE

SURNAME / *NOM* | GIVEN NAMES / *PRÉNOMS* | STUDENT NUMBER / *NUMÉRO MATRICULE* | SEX / *SEXE* | BIRTH DATE / *DATE DE NAISSANCE*

SCHOOL BOARD / *CONSEIL SCOLAIRE* | SCHOOL / *ÉCOLE* | DATE OF ENTRY / *DATE DE L'ADMISSION*

DATE	GRADE / *ANNÉE*	COURSE / *COURS*	COURSE CODE / *CODE DU COURS*	ACHIEVEMENT / *NOTES FINALES*	CREDIT / *CRÉDIT*	COMPULSORY / *OBLIGATOIRE*	LEVEL OF DIFFICULTY / *NIVEAU DE DIFFICULTÉ*			OAC / *CPO*
							B/F	G	A	
SUMMARY OF CREDITS / *TOTAL DES CRÉDITS*										

DIPLOMA OR CERTIFICATE / *DIPLÔME OU CERTIFICAT* | ISSUE DATE / *DATE D'OBTENTION* | HOURS OF FRENCH LANGUAGE INSTRUCTION / *NOMBRE TOTAL D'HEURES D'ENSEIGNEMENT EN FRANÇAIS*

DIPLOMA OR CERTIFICATE / *DIPLÔME OU CERTIFICAT* | ISSUE DATE / *DATE D'OBTENTION* | AREA OF CONCENTRATION / *SPÉCIALISATION*

AUTHORIZATION / *AUTORISÉ PAR*

Ministry of Education
Ontario

OSR Documentation File

This file contains documents which, in the opinion of the principal, may be beneficial to the instruction of the pupil. For example, the documents might include the following:

- a custody order, a change of name order, a request to be named by repute, or a request for a correction or deletion from the record (these documents shall be filed: see Regulation 271);
- documentation in connection with and including identification, placement and review determinations by a committee, appeal board or tribunal;
- a report of an individual psychological assessment;
- a report of a Supervised Alternative Learning for Excused Pupils Committee;
- letters of request from a parent or adult pupil.

Surname, Given Names	Sex	Student Number	Birthdate
			Year Month Day

APPENDIX F: STUDENT RECORD OF ACCUMULATED INSTRUCTION IN FRENCH AS A SECOND LANGUAGE

Ministry of Education
Ontario

STUDENT RECORD OF ACCUMULATED INSTRUCTION IN FRENCH AS A SECOND LANGUAGE

STUDENT'S SURNAME _____ GIVEN NAMES _____

School Year (Enter % of the school year after the dotted line if not 100%)	School Board	Grade	Hours per year of instruction in the subject of French*†	Hours per year of instruction in other subjects given in French (specify)*†		Total hours for the year	Total hours accumulated by the end of the school year
				Subject(s)	Hours		
Junior Kindergarten to Grade 8							
Total Hours Accumulated by the End of Grade 8:							

*To convert minutes per day to hours per year, multiply by 3, e.g., 40 minutes per day = 120 hours per year.
For students who transfer during the school year, enter the number of hours that they completed in your school.

Grades 9 to 12/OAC							
Total Hours Accumulated by Secondary School Leaving:							

†Enter 120 hours of instruction for each full credit.
For students who transfer during the school year, or who earn partial credits, enter the number of hours that they completed.

81-2815 (10/89)

Appendix G: Student Record of Accumulated Instruction in Native As a Second Language

Ministry of Education
Ontario

STUDENT RECORD OF ACCUMULATED INSTRUCTION IN NATIVE AS A SECOND LANGUAGE

Language _____ Student's Surname _____ Given Names _____

School Year	School Board	School	Hours of instruction in the Native Language as a subject*†	Total hours accumulated by the end of the school year
Junior Kindergarten to Grade 8				
		Total Hours Accumulated by the End of Grade 8:		

*To convert minutes per day to hours per year, multiply by 3, e.g., 40 minutes per day = 120 hours per year
For students who transfer during the school year, enter the number of hours that they completed in your school.

Grades 9 to 12/OAC				
		Total Hours Accumulated by Secondary School Leaving:		

†Enter 120 hours of instruction for each full credit.
For students who transfer during the school year, or who earn partial credits, enter the number of hours that they completed.

81-2674 (10/89)

Appendix H: Student Transfer Form

_____
Name of School

_____
Address

_____

This is to certify that

_____
Surname First Name Middle Name

was enrolled in Grade _____ in this school.

The last attendance date was _____.

A copy of the Ontario Student Record will be forwarded directly to you upon receipt of an official request. This student has been provided with a copy of his/her latest report card and Ontario Student Transcript, if applicable.

_____ _____
Principal Date

Appendix I: Request for an OSR From a Private School

Please forward the Ontario Student Record for

_____

Surname First Name Middle Name

who has enrolled in Grade _____ at

_____

Name of School

_____

Address

_____

This is to certify that this is a private school inspected by supervisory officials of the Ministry of Education, Ontario.

I hereby agree to accept responsibility for the record and to use, maintain, transfer, and dispose of the record in accordance with the guideline for the Ontario Student Record.

_____ _____

Principal Date

89-016
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